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State of Wisconsin
Department of Health and Family Services

Program Enhancement Plan
Adoption Services Committee

Agenda

January 11, 2005

1 W. Wilson Street, Madison
Room 751

1. Welcome and general housekeeping announcements (9:30 AM)
 - Round robin with each member stating their name, position, agency, and what unique qualities they bring to the group.
 - Individuals present by web cast will write the response to be shared with the group.
2. CFSR and PEP development – Mark Campbell (10:00 AM)
3. Break (10:30 AM)
4. Purpose of the Adoption Services Committee (10:45 AM)

Sherry Benson President of WFAPA will chair the Adoption Services Committee. Dale Langer will be the lead BPP representative and other members include multiple county/stakeholder representatives. The Committee will address specific policy development items and will meet on a regular or as needed basis as defined by the committee. The primary purpose of the Adoption Committee is to develop and shape policies, procedures, and practices related to the adoption action steps identified in the state's PEP and CFSR. The responsibilities of the PEP committees are to:

- Review and coordinate efforts consistent with timelines, workplans and expectations for designated action steps and /or tasks as identified in the PEP and by the DCFS Policy Development Group.
 - Communicate progress toward completing tasks and/or implementing action steps as prescribed by the PEP and CFSR goals to the PEP Implementation Team.
 - Provide recommendations to DCFS and the PEP Implementation Team as issues arise that affect development and/or implementation of any of the action steps and tasks prescribed by the PEP or the CFSR.
 - The committee may also be used for input on other issues not included in the PEP or the CFSR.
5. Committee Structure (11:00 AM)
 - Large group with smaller sub or work groups.
 - Representative decision-making group with sub or work groups.

6. Lunch (12:00 noon)
7. Current PEP assignments (1:00 PM)
 - Concurrent planning – process, policy, training, and numbered memo.
 - FFA/AFA – combining, process, policy, training, and numbered memo.
 - Concurrent planning (1:15 PM) – Timeline (Quarter 2)
 - Review attached drafts
 - Training
8. Break (2:15 PM)
9. Continue discussion on Concurrent Planning if necessary (2:30 PM)
10. FFA/AFA (2:45 PM)
 - Timeline (Quarter 6)
 - Assignments
 - System concerns
 - Training
11. Next Meeting and Meeting Schedule (3:30 PM)
12. Adjourn (4:00 PM)